

**OKLP State Executive Committee  
Meeting x.x.x**

Purpose: Xth Meeting of the Xst/nd Session of the Xth OKLP State Executive Committee  
(X Quarter/Regular Monthly/Special/Emergency)  
Date: DD Month YYYY  
Location: Electronic via Zoom (or address of the physical location )  
Time: XX:XXpm

- 1) **Call to Order**
- 2) **Roll Call**
- 3) **Approval of Agenda**
- 4) **Approval of Minutes** (*Minute numbers and dates, ie. SEC-R 15.2.4 18 Jan 2023*)
- 5) **Reports** (*2 minutes each unless otherwise noted*)
  - a) Officer
    - i) Chair
    - ii) Vice Chair
    - iii) Secretary
    - iv) Treasurer
  - b) At Large Representative
    - i) Political
    - ii) Legislative
    - iii) Field Development
    - iv) Development
  - c) Region
    - i) Central
    - ii) East Central
    - iii) North Central
    - iv) Northeast
    - v) Northwest
    - vi) Southeast
    - vii) Southwest
  - d) Committee (subcommittees are typically included in the Chair report)
    - i) Convention
  - e) Directors
    - i) IT Director
- 6) **Business**
  - a) Topic  
*Speaker name, time allotted*
  - b) Topic  
*Speaker name, time allotted*
  - c) Topic  
*Speaker name, time allotted*
  - d) Topic  
*Speaker name, time allotted*
  - e) Determination of Next Meeting Date and Time
- 7) **New Business** (*15 minutes total*)
- 8) **Announcements** (*30 seconds per topic, up to a total of 5 minutes*)
- 9) **Public Comments** (*1 minutes per person up to a total of 5 minutes*)
- 10) **Adjournment**